



CITY OF BURLINGAME, 101 East Santa Fe, Burlingame, KS 66413

## MINUTES

Mayor, Michelle Mullinix –	<u>P</u>	City Attorney, Rick Godderz -	<u>P</u>
Councilmember, Kenna Burns -	<u>A</u>	Utility Clerk, Amy Quaney -	<u>P</u>
Councilmember, Jim Strohm -	<u>P</u>	Acting Superintendent, Kyle Bond	<u>P</u>
Councilmember, Sheila Curtis –	<u>P</u>	Police Chief – Mathew Baker –	<u>P</u>
Councilmember, Kathy Love –	<u>P</u>	Building Inspector – Chris Dubois	<u>P</u>
Councilmember, Travis Middleton –	<u>A</u>		

Held: Monday December 15, 2025, at 7:00 pm

Location: **Burlingame City Hall, Council Chambers**

### **1. CALL TO ORDER BY Mayor Mullinix**

**A. Roll Call** See Above. Also, in attendance were Anne Baer – Treasurer, Brandi Shaffer – Library Director, Terry Ralston – Police Officer, and Carla Sloop - Realtor

### **B. Additions or Deletions to the Agenda**

Additions to the agenda:

New Business

8F. Discussion regarding Lift Station

8G. Discussion regarding a review of a sewer average for a customer

8H. Consider the motion to approve the winners of the Home/Business Decorating Contest

### **C. Approval of the Agenda**

Councilmember Love made the motion to approve the agenda with the additions as outlined above. Councilmember Strohm seconded the motion.

Votes: Ayes 3 Nays 0

### **2. Public Comments - none**

### **3. Public Hearing - none**

### **4. APPROVAL OF MINUTES**

#### **A. Approval of Regular Meeting Minutes for December 1, 2025.**

Councilmember Strohm made the motion to approve the December 1 meeting minutes.

Councilmember Love seconded the motion.

Votes: Ayes 3 Nays 0

### **5. CONSENT AGENDA**

#### **A. Approval of Bills for 12/15/2025**

Councilmember Curtis made motion to approve the bills for December 15, 2025. Councilmember Love seconded the motion.

Votes: Ayes 3 Nays 0

## **6. CORRESPONDENCE TO COUNCIL**

- A. Investment in Pledge Securities
- B. KCamp Information
- C. Election Results

## **7. UNFINISHED BUSINESS**

### **A. Consider the motion to approve the invoice for \$6302.98 for the repair of the Power Plant electric switch in front of the Fire Department**

Councilmember Love made the motion to approve the payment to Border States in the amount of \$6302.98 for the equipment to repair the electric switch in front of the Fire Department out of the Electric Fund/Power Plant Capital Improvement Line item with understanding an additional invoice for labor will be coming at a later date. Councilmember Curtis seconded the motion.

Votes:        Ayes 3        Nays 0

### **B. Code Enforcement/Building Inspector Updates**

#### **1. Update on the status of the repairs at 620 South Topeka Ave**

Councilmember Strohm made the motion to review the repairs at the March 2, 2026, meeting. Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

#### **2. Update on the cleanup to the property at 115 East Seward**

Building Inspector Dubois advised the front yard has been cleaned up. Backyard needs work. Due to weather, more work is being done inside. It was decided to table this until 3/2/26 meeting.

#### **3. Update on the repairs of the property at 109 West Santa Fe (Old locker)**

Building Inspector Dubois advised he had reviewed the property with the owner. A new floor is needed in the 98'x21' building. The owner advised he wants to sell the property for around \$11,000.

#### **4. Update on the repairs of the property at 111 West Santa Fe (Old Funeral Home)**

Building Inspector Dubois advised repairs are being completed inside and some work outside as weather permits. Will follow-up on 3/2/26.

#### **5. Update on the temporary Occupancy Certificate for The Den**

Building Inspector Dubois is currently in the process of discussing with the Manager. He is questioning whether the fence should be temporary or permanent? City Clerk Atchison will review the minutes. He asked if a sign needs to be posted about not being liable if someone leaves the premise with alcohol. City Attorney Godderz advised both the Police Department and Building Inspector to follow our City Ordinance and the laws of the state regarding alcohol consumption.

#### **6. Discussion regarding demolition of property at 105 East Santa Fe**

Building Inspector Dubois asked about the wall between City Hall and 105 East Santa Fe. City Attorney Godderz advised to follow the plans. City Clerk Atchison advised the bid opening will be on December 17 at 11:00 am. She will send a reminder to Building Inspector Dubois, Councilmember Strohm and Attorney Godderz.

### **C. Discussion from KCamp regarding the cost of insurance for the Community Building for the CDBG Grant with the Library Addition.**

Councilmember Love made the motion for City Clerk Atchison to schedule a special meeting with the Library Board, City Attorney and Council to discuss the insurance for the new building and other items. Councilmember Curtis seconded the motion.

Votes:        Ayes 3        Nays 0

**D. Discussion regarding the Century Link Pole Attachment Agreement**

Councilmember Curtis made motion for City Clerk Atchison to reach out to Century Link to discuss the agreement. Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

**8. New Business**

**A. Discussion from Carla Sloop regarding the request to install utilities for new homes East of Burlingame**

Councilmember Love made the motion to appoint a committee of Jim Strohm, Kyle Bond, Chris Dubois, and Attorney Rick Godderz to review the request, Easements, and to develop some options for the installation of utilities and the cost for Infrastructure. Councilmember Curtis seconded the motion.

Votes:        Ayes 3        Nays 0

**B. Consider the motion to accept the resignation of Councilmember Travis Middleton and for City Clerk Atchison to advertise the open council position.**

Councilmember Strohm made the motion to accept Travis Middleton's resignation and for City Clerk Atchison to post the position with a December 31, deadline for applications to be received. Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

**C. Consider the motion to approve the Electrical License for Steve's Electric, LLC and the Electrical and Plumbing License for Burgess Plumbing.**

Councilmember Strohm made the motion to approve the Electrical License for Steve's Electric, LLC and the Electrical and Plumbing License for Burgess Plumbing. Councilmember Love seconded the motion. .

Votes:        Ayes 3        Nays 0

**D. Consider the motion to approve paying \$1500 to Paradigm for the Four-Year Effectiveness Proposal required for the KCC Gas Audit.**

Councilmember Strohm made the motion to approve paying \$1500 to Paradigm for the Four-Year Effectiveness Proposal required for the KCC Gas Audit. Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

**E. Discussion regarding the accounting for the receipt of \$11,500 from sale of 2018 Dodge Charger from Purple Wave.**

Councilmember Strohm made the motion to apply the \$11,500 towards the purchase of the 2025 Police Vehicle. Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

#### **F. Discussion regarding lift station repairs**

Councilmember Strohm made the motion to move forward with the repairs of the lift station for \$5,612.00 to come out of the Infrastructure Fund. Councilmember Love seconded the motion.

Votes:           Ayes 3           Nays 0

#### **G. Discussion regarding adjusting the Sewer Average for a customer.**

Councilmember Curtis made the motion not to make an adjustment of the sewer average and to follow the Ordinance for the rate. Councilmember Strohm seconded the motion.

Votes:           Ayes 3           Nays 0

#### **H. Consider the motion to award the first, second and third places in the Home/Business decorating contest to be used as a \$100, \$75 and \$50**

Councilmember Love made the motion to award first place to 221 East Lincoln Ave, second place to 312 West Seward Ave, and third place to 112 West Santa Fe with first place receiving \$100, second place receiving \$75 and third place receiving \$50 credit on next utility bill. Councilmember Curtis seconded the motion.

Votes:           Ayes 3           Nays 0

### **9. STAFF REPORTS**

#### **A. Building Inspector**

- Discussed Pool Ordinance
- Discussed Building Permit Changes
- Advised property at 221 East Fremont will be having a Public Hearing on 1/19/25
- Discussed Manufactured Homes

#### **B. Police Department**

- Country Christmas went well.
- Discussed the KDOT repair of sign by underpass.
- Advised he is not the 29-year-old listed in last week's County Newspaper

#### **C. Public Works Department**

- The new motor has been attached to Sand Spreader

#### **D. City Clerk**

- Thanked everyone who helped and participated in Country Christmas
- Thanked Kathy Love for serving on the City Council

### **10. Attorney Report**

A. Attorney Godderz – Nothing to report.

### **11. Council/Mayor Comments and Reports**

#### **A. Councilmember Curtis**

- Thanked everyone for helping with cookies & hot chocolate at Country Christmas
- Discussed truck hauling cars and the power lines.
- Asked when the fence by Electricom will be installed. Building Inspector advised locates have been completed.

#### **B. Councilmember Strohm**

- Thank you to Kathy for serving on the Council.
- Reviewed the Fire Pit on Santa Fe during Christmas Parade
- Asked City Clerk Atchison to invite Bobby Zirkle to next council meeting to discuss his camper.

C. Councilmember Love – Thank you to everyone for her time on the Council.

E. Mayor Mullinix

- Thought Country Christmas went well.
- Asked about all the campers on the old Spunky Monkey property.

## **12. Executive Session**

### **A. Thirty-minute executive session non-elected personnel with the addition of City Clerk Atchison and Utility Foreman Bond.**

Councilmember Strohm made the motion for executive session at 8:36 pm for non-elected personnel with the addition of City Clerk Atchison and Utility Foreman Bond. Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

Council returned at 9:06 with no action taken.

Councilmember Strohm made the motion to return to executive session for fifteen minutes at 9:07 pm for non-elected personnel with the addition of City Clerk Atchison and Utility Foreman Bond.

Councilmember Love seconded the motion.

Votes:        Ayes 3        Nays 0

Council returned at 9:22 pm with no action taken.

## **13. Adjourn** - Consideration to adjourn the City of Burlingame Council Meeting at 9:23 pm

Councilmember Love made the motion to adjourn the City of Burlingame Council Meeting at 9:23 pm

Councilmember Strohm seconded the motion.

Votes:        Ayes 3        Nays 0

Next Ordinance Number: 2549   Next Resolution Number: 463   Next Charter Ordinance Number: 18

[This agenda may be revised before the meeting.](#)  
[An updated agenda is currently on file at the City Clerk's Office.](#)